

THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE  
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT  
MAKAMBAKO TOWN COUNCIL  
(All correspondence should be addressed to the Town Director)

Tel. No: 026-2730044

Fax No. 026- 2730445

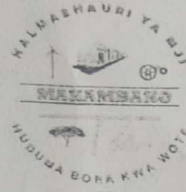
Tovuti: [www.makambakotc.go.tz](http://www.makambakotc.go.tz)

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P. O. Box 405,  
MAKAMBAKO.

15<sup>th</sup> MAY, 2019

## VACANCY ANNOUNCEMENT

The Director of Makambako Town Council invites competent, experienced, highly organized and self- motivated applicants to fill two vacant posts mentioned below;-

Job Title: HIV Clinician at CTC and RCH- (2 Post)

Reports to: Facility in charge

Location: CTC & RCH clinics in USAID BORESHA AFYA SOUTHERN ZONE supported HIV services in NJOMBE REGION:

Makambako Hospital

General Overview:

The purpose of this position is to provide the overall leadership, service organizations and clinical support to CTC as well as RCH in USAID BORESHA AFYA SOUTHERN ZONE supported health facilities. The HIV Clinician will be responsible for the quality of clinical services delivered and effectively work with the team to provide routine services while adhering to the national guidelines for HIV management. She/he will support the hospital In-charge in the development of annual work plans and budgets based on the country strategies and operation plans. HIV Clinician will be physically located at the CTC.

## Duties and Responsibilities

- I. Organize HIV related clinical services at the CTC and RCH.
- II. Ensure HIV Quality Improvement Team meets and deliberate on the most important issues identified at the site level.
- III. Represent hospital In-charge to the Technical forums addressing HIV AIDS as called by the partners, CHMT and RHMT.
- IV. Collaborate with Hospital In-charge to continuously identify service delivery gaps and communicate with relevant authorities to address them. This may include hospital management team, CHMT, or USAID BORESHA AFYA.
- V. Ensure service delivery data are captured well on the source documents as well on CTC 2 Database.
- VI. Collaborate with intra-facility focal from various service areas such as Pharmacy, Laboratory, Social services and Administration to ensure proper HIV services are delivered at the CTC and RCH.
- VII. Work with CTC Nurse, RCH In-charges and HBC focal to monitor the activities carried out by the Expert Clients and Mum to Mum.
- VIII. Coordinate facility based multi-disiplinary team meetings; invite the approved participants, ensures the meeting proceedings are documented and actions agreed are followed up.
- IX. Responsible for generating quality HIV related CTC and PMTCT reports. (Monthly, Quarterly, SAPR and APR)
- X. Ensure identification of patients suspicious of failing first line ART and work with the CTC team to develop individualized treatment plan.
- XI. Ensure constant availability and use of all HIV service delivery guidelines, protocols and SOPs.

XII. Develop a plan for Chart reviews to identify gaps and areas of service delivery improvements.

XIII. Provide clinical care to patients including clinical assessments, ordering investigations, uses the results for proper treatment.

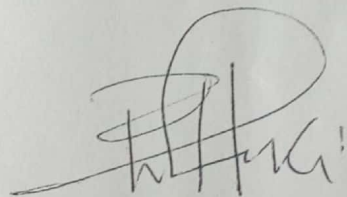
#### REQUIRED SKILLS, KNOWLEDGE & EXPERIENCE:

- i. Clinical Officer (CO) with strong (7 – 10years) HIV clinical care experience may apply for the post.
- ii. Proven interpersonal skills in working effectively as a member of a team and independently.
- iii. Ability to effectively and diplomatically deal with health management teams (Hospital, CHMT).
- iv. Strong ability to organize services and development of work plans.
- v. Computer literacy
- vi. Proven verbal and written communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
- vii. Fluency in English and Swahili
- viii. Willingness to work overtime and on few weekends.

#### GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of certificates;
- v. Attaching copies of the following certificates is strictly not accepted Form IV and form VI results slips; Testimonials and all Partial transcripts.
- vi. Applicants should indicate three reputable referees with their reliable contacts;

- vii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- viii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- ix. A signed application letter should be written either in Swahili or English and Addressed to Town Director, Makambako Town Council, P.O. Box 405, Makambako.
- x. Deadline for application is 04<sup>th</sup> June, 2019.
- xi. Only short listed candidates will be informed on a date for interview;
- xii. Presentation of forged certificates and other information will necessitate to legal action;



Eliud Mwakibombaki  
Ag:Town Director  
MAKAMBAKO